

Retirements Frequently Asked Questions

Please review the frequently asked **questions** about the Retirements program. If you have other **questions** about this program that were not answered in these FAQs.

Question 1: How do I apply for **retirement** Under The 7-Day Option Provision?

If you are **retirement** eligible and meet the criteria for 7-day option provision, you must apply for **retirement** within 7 calendar days of notification of your projected permanent change of station (PCS) assignment. Apply online at the vMPF through the AFPC Secure website at <https://www.afpc.randolph.af.mil/AFPCSecure>.

When submitting your application, attach your completed assignment notification RIP for review. Click [here](#) to log into the Secure Applications for details on the application process. Please refer to AFI 36-2110, Assignments, and AFI 36-3203, Service Retirements, for detailed information.

Question 2: What are the eligibility requirements to apply for military **retirement**?

You are eligible to retire on the first day of the month following completion of 20 years of Total Active Federal Military Service, and have fulfilled all Active Duty Service Commitments (ADSC). Other factors which may affect **retirement** eligibility are civil or military investigations, Article 15, court martial actions, or and medical conditions that must be resolved prior to the **retirement** date. Applications for **retirement** can be submitted no earlier than 12 months before the **retirement** effective date and no later than 120 days plus the number of days terminal leave and permissive temporary duty (PTDY) requested.

If you desire to apply with less than the required 120-day notification period, a waiver request must accompany the **retirement** request that includes full justification and the commander's recommendation. Applications submitted more than 12 months in advance of requested **retirement** date may only be submitted in conjunction with officer assignment declination procedures (or specific announced programs) or from enlisted personnel at base closure locations who desire **retirement** rather than PCS.

Bottom line: completing 20 years total active federal military service is not the only eligibility factor to consider

for approval of a specific **retirement** date.

References: AFI 36-3203, Service Retirements and AFI 36-3003, Military Leave Program

Question 3: How do I submit a **retirement** application online?

The **Retirement** Personnel Processing Application (PPA) can be located on the vMPF through AFPC Secure at <https://www.afpc.randolph.af.mil/AFPCSecure>.

Input CAC PIN or enter AFPC Secure User ID and Password and click on Secure Login

Click on vMPF

Click on Retirements

You can review information on **retirement** eligibility by selecting the Eligibility link. Select the Restrictions link to review tables that contain information regarding conditions that preclude the submission or processing of your **retirement** application, and conditions/restrictions that may be waived in the Best interest of the Air Force or for Hardship not common to other Air Force members. Select the Entitlements Counseling link for information on basic entitlements involved with retirements. It is recommended that you review these areas before applying for **retirement**.

You may initiate a **retirement** application using the following procedures:

Verify **retirement** eligibility.

Submit Pre-Application Checklist.

Submit **Retirement** Application.

Colonels are forwarded to the Colonels? Group for approval/disapproval; estimated processing time is 4 to 6 weeks.

CMSgts are forwarded to the Chiefs? Group for approval/disapproval; estimated processing time 4 to 6 weeks.

Officers: Lt Cols and below, (with or without a waiver), are processed within 4 to 6 weeks. NOTE: Applications

requiring Secretary of the Air Force Personnel Council coordination may take longer than 4 to 6 weeks to process.

Enlisted: SMSgts and below, (with or without a waiver), are processed within 4 to 6 weeks.

NOTE All processing time is calculated from the date a complete and correct application is received from the Unit Commander or designated representative.

When a decision has been made on your application you will receive an email notifying you of the approval or disapproval.

For problems logging into AFPC Secure, please call the AFPC Personnel Systems Operations Control Center (PSOCC), DSN: 665-5004, Comm: (210) 565-5004 or 1-800-525-0102.

For problems in navigating through the web application, please call the Total Force Service Center, DSN: 665-5000 or 1-800-525-0102.

Question 4: When can I apply for military retirement?

You can submit a request for voluntary retirement up to 12 months, but no less than 120 days before your requested retirement effective date. Title 5, USC 78301 sets the effective date of all non-disability service retirements as the 1st day of the month.

When determining your retirement effective date you must include your terminal leave and permissive TDY (PTDY) to ensure you allow at least 120 days lead time for processing the application and issuing orders.

If you apply for retirement with less than 120 days in advance of requested retirement date, you must request a 120 day waiver and include written justification with your retirement application along with the commander's recommendation. Applications requiring a waiver take 4 - 6 weeks to process. Submitting your application within 120 days of your desired retirement could result in you not receiving your retirement orders prior to the date you desire to depart on PTDY and terminal leave.

Reference: AFI 36-3203, Chapter 2.

Question 5: How can I access a retirement pay calculator?

A retired pay estimate can be obtained by using the AFPC Retired Pay Calculator or Office of the Secretary of Defense (OSD) Calculator

<https://w11.afpc.randolph.af.mil/retsepcalcnet/default.aspx> or

<http://www.dod.mil/militarypay/retirement/calc/index.html>

Question 6: What are the permissive TDY (PTDY) And terminal leave authorizations?

Commanders have the authority to disapprove PTDY and/or terminal leave if it interferes with the military mission.

Commander may approve up to 20 days PTDY for CONUS-based member and up to 30 days PTDY for members stationed overseas.

The amount of terminal leave the commander can approve is limited to the members' leave balance.

Reference: AFI 36-3003

Question 7: How can I track the status of my retirement application?

To track the status of your retirement application go to the Contact Center's [website](#) or [VMPE](#) and select My Stuff.

Once you have logged into My Stuff you may view, edit or attach documents to your existing case file by clicking on the Subject.

My Stuff User ID: Initial accounts were established for all active duty military personnel using your last name in lower case and the last four of your social security number as the User ID, e.g., smith1234. Unless you have customized your account your User ID will be your last name (lower case) and last four of your social security number.

My Stuff Password: If you have forgotten your password provide your User ID in the My Stuff: account Login screen and click on Email Me My Password. Your password will be emailed to your official MiIPDS email address.

Question 8: Can I retire at an overseas base?

Member's may retire at an overseas base to:

Reside permanently in that country. Prior to the date of **retirement**, the Air Force member and family must comply with command and host government residency rules. Reside temporarily in that country and later move to a final overseas or CONUS home of selection (HOS) within the 1-year time limit set in the Joint Federal Travel Regulation (JFTR, U-5365). Members and family members must comply with command and host government residency rules. Move immediately to another overseas site as a final HOS by the most direct route as determined by the Traffic Management Flight. Members and family members must comply with command and host government residency rules. Move directly to the final HOS in CONUS. Member must take at least 5 days of permissive TDY (PTDY) or terminal leave to use this option. In addition, members must call the Total Force Service Center, Toll Free: 1-(800) 525-0102; Commercial: (210) 565-5000 or DSN: 665-5000, to confirm arrival in the CONUS and fulfill the Status of Forces Agreement.

Reference: AFI 36-3203, para 2.3.

Question 9: What effect does retiring overseas have on my Date Eligible for Return from Overseas (DEROS) ?

All members must request a **retirement** date effective the first day of the month following expiration of the DEROS. Otherwise, an exception to policy DEROS extension or curtailment must be processed in accordance with AFI 36-2110, Assignments, para 1.5., and must accompany the **retirement** application. Waivers may be submitted based on unique personal hardship or if in the best interest of the Air Force. AFPC Assignment Policy will make a decision on the DEROS extension or curtailment and the **retirement** will be approved or disapproved accordingly.

Question 10: What is the processing time for a **retirement withdrawal or change request?**

The standard processing time for a decision on a request for a withdrawal or change of effective **retirement** date is 4 to 6 weeks. However, our goal is to process requests as quickly as possible.

Question 11: When will I receive my retirement orders?

Retirement orders are systematically generated in the Military Personnel Data System upon approval of your **retirement**. Your MPS will normally forward them to you through e-mail.

If you do not receive your **retirement** orders at least 60 days prior to your projected departure date, review your electronic record in ARMS or your MPS may contact the the Total Force Service Center by calling 1-800-525-0102.

Question 12: When will I receive my DD Form 214?

If you do not receive your **retirement** orders at least 60 days prior to your projected departure date, review your electronic record in ARMS or your MPS may contact the Total Force Service Center by calling 1-800-525-0102. Complete the DD Form 214 Worksheet in the [vMPF](#). Ensure you carefully review your DD Form 214 worksheet. Provide your local personnel office with any source documents that are not contained in either your electronic personnel record in the Automated Records Management System (ARMS) or the Military Personnel Data System (MIPDS).

The DD Form 214, Certificate of Release or Discharge from Active Duty, provides you with a concise record of military service. The form also provides government agencies with information needed to administer the federal and state laws that apply to members who separate from the military. For instance, the Veterans Administration uses the form to determine eligibility for benefits they administer, and the Department of Labor uses it for unemployment compensation. Additionally, the DD Form 214 will be used to determine re-employment rights for you. Inaccurate information on the DD Form 214 could result in delay or denial of benefits.

If you are an Active Duty member or an Active Guard Reserve (AGR)(Title 10) member on active duty and have an approved **retirement**, the review of your DD Form 214 worksheet prior to finalization is highly recommended to ensure the accuracy of your final DD Form 214 prior to completion/distribution.

- 1) Access the [virtual MPF](#) and click on the "Self-Service Actions" link.
- 2) Then click on the "Separations or **Retirement**" link.
- 3) Next, click on the "DD Form 214 Worksheet" link.

- 4) Read the statement pertaining to the DD Form 214 and click on the "Application" link. This will bring up the work area in which all the information that will be on the 214 Worksheet appears.
- 5) Review the DD Form 214WS for accuracy/completeness. If corrections are needed, select the ?Incorrect? button and make the changes/corrections that need to be made to the DD Form 214 WS.
- 6) Scroll to the bottom of the screen and click "Submit". Your DD Form 214 Worksheet will be forwarded to the Air Force Personnel Center for finalization and distribution.

Distribution: The AF Personnel Center will mail your copies to the address you provide on the DD Form 214 worksheet within 24 hours of your DOS. You should receive your DD Form 214 within 2 weeks of your DOS. It is absolutely imperative that you ensure your future mailing address is correct when completing the DD Form 214 worksheet. Also, you must provide a name and alternate mailing address of your nearest living relative (not your spouse) in case your DD Form 214 is returned.

Pending Receipt: To inquire about the status of your DD Form 214, you will need to use the telephone numbers provided above. If you do not receive your official DD Form 214 within 2 weeks of your DOS, please do not hesitate in calling again the numbers provided above.

Corrections: IAW AFI 36-3202, Separation Documents, AFI 36-2603, Air Force Board for Correction of Military Records, and under the provisions of Title 10, U.S.C., Section 1552, and AFI 36-2603, if you believe your records contain an error or injustice, you may apply for a correction to your DD Form 214 by submitting DD Form 149, Application for Correction of Military Record, within 3 years from the date you discover the error or injustice during which time you may submit your application to the address provided on the back of the DD Form 149.

Purpose - For your records: The DD Form 214, Certificate of Release or Discharge from Active Duty, Certificate of Release or Discharge, provides you with a concise record of military service. The form also provides government agencies with information needed to administer the federal and state laws that apply to members who separate from the military. For instance, the Veterans Administration uses the form to determine eligibility for benefits they administer and the Department of Labor uses it for unemployment compensation. Additionally, the DD Form 214 will be used to determine re-employment rights for you. Inaccurate information on the DD Form 214 could

result in delay or denial of benefits. You are strongly encouraged to make and keep ?certified? copies of your DD Form 214. You can certify your DD Form 214 at your local county courthouse or your local VA Administration office or any other registering agency if your state has the facilities to perform this function.

Question 13: What is the 1405 Service Date?

The 10 U.S.C. 1405 Service Date is the date used to determine the multiplier for figuring a member's retired pay. It does not change the date a person is eligible to retire as the actual **retirement** eligibility date is based on the Total Active Federal Military Service Date (TAFMSD). The 1405 date is usually computed for enlisted personnel when they have 17 years of TAFMS, officers when they have 18 years TAFMS, or upon **retirement**. HQ AFPC (Officer & Airmen Service Verification Section) is responsible for computing and updating the 1405 date into the Personnel Data System (PDS).

Question 14: Can the Commander disapprove PTDY/terminal leave in conjunction with an approved **retirement?**

Commanders have the authority to disapprove PTDY and/or terminal leave if it interferes with the military mission. Commander may approve up to 20 days PTDY for CONUS-based member and up to 30 days PTDY for members stationed overseas. The amount of terminal leave the commander can approve is limited to the members' leave balance.

Reference: AFI 36-3003

Question 13: What is High Year Tenure?

High Year Tenure is the maximum years of service a member remains on active duty in relation to their enlisted grade.

Question 14: How long does it take to evaluate the request to determine your eligibility?

The AFPC Retirements Branch will evaluate your request to determine your eligibility within 5 duty days. You will receive an e-mail with further instructions upon completion of the review.

Question 15: How long does the **retirement application process take?**

Processing time for all **retirement** application is 4 to 6 weeks. Processing time starts after your commander has coordinated on the **retirement** application.